



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

AGENDA TUOLUMNE COUNTY BOARD OF SUPERVISORS HOUSING POLICY COMMITTEE SPECIAL MEETING Thursday, February 3, 2022 1:00 p.m.

48 Yaley Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHD)
www.tuolumnecounty.ca.gov

IMPORTANT PUBLIC NOTICE: Under the Governor's Executive Order N-25-20, this meeting will allow members of the Housing Policy Committee to participate by teleconference; and under Order N-29-20, Accessibility Requirements, if you need swift special assistance during the Committee meeting, please call 209-770-5423.

PUBLIC PARTICIPATION PROCEDURES

In order to protect public health and the safety of Tuolumne County citizens, this meeting will be physically closed to the public. Public Comment will be opened and closed individually for each agenda item listed below, excluding Reports. To observe or participate in this meeting, please use the following link: <https://us02web.zoom.us/j/82635549486>

For detailed Zoom instructions go to the Agenda Packet
<https://www.tuolumnecounty.ca.gov/638/Board-of-Supervisors-Housing-Policy-Comm>

You also may submit written comments by U.S. mail at 2 South Green Street, Sonora, CA 95370 or email (gyaley@co.tuolumne.ca.us) for retention as part of the administrative record. Comments will not be read during the meeting.

COMMITTEE BUSINESS

1. Adopting Resolution HPC2022-002 authorizing remote teleconference meetings of BOSHPC for the period of February 3, 2022 to March 10, 2022
2. Consideration of the Minutes of the meeting of December 9, 2021
3. Consideration of the Minutes of the Special Meeting of January 13, 2022
4. Discussion of Meeting Attendance and the Attendance of Alternate Members
5. Reports

Reports are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

PUBLIC FORUM

The public may speak on any item not on the printed agenda. No action may be taken by the Committee.

The amount of time allocated for the public forum is limited to 15 minutes.

NEW ITEMS

1. Ad Hoc Project Committee Assignments
2. Update to Housing Committee Webpage
3. Consideration of a Declaration of a Housing and Rental Crisis in Tuolumne County

OLD BUSINESS

1. Review and Consideration of Approval of TC HPDC Bylaw Establishment and Revisions
2. Final Review and Adoption of the Housing Policy Committee 2022 Work Plan
3. Title 17 Zoning Code Project

ADJOURNMENT

The Board of Supervisors Housing Policy Committee serves as an advisory group to the Board of Supervisors for matters related to housing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at 209-533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28CFR Part 35 ADA Title II).



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TO: Tuolumne County Committee and Commission Members

FROM: Quincy Yaley, AICP Community Development Department Director

RE: COVID-19 Meeting Procedures

In response to increasing risks of exposure to the coronavirus (COVID-19), all the Committee and Commission meetings will be conducted and participated via Zoom. Video conferencing via Zoom will allow the Commission/Committees and County to adhere to social distancing requirements of the Brown Act and provide a way for the public to provide public comment live during the meeting.

Due to the modified meeting format and tele-conferencing meeting procedures, the Chair may choose to allow public comment on the project in an alternative fashion, rather than calling for those in favor, those in opposition, those neutral, and then any rebuttals or surrebuttals. The Chair may take public comment on the project in any order in lieu of the calling for those in favor, opposition, neutral, rebuttals, and then surrebuttals.

The Committee and Commission may elect to allow the applicant or applicant representative a specific time to speak on the project prior to taking public comments on the item. This opportunity could have a specific time length allotted, such as five or ten minutes.

As a reminder, those who wish to provide information during the public comment are not required to provide their name. County staff will notify the Chair of any individuals who wish to provide testimony and will limit the testimony to the time limit identified by the Chair.

If an item on the agenda is not identified as a “public hearing”, public comment is still required and can be conducted in a similar format to the modified procedures above.

All votes require a roll call with each Committee and Commission member to be named by County Staff prior to stating their vote. The Chair shall also identify by name the commissioner who initiated the motion and the name of the commissioner who seconds the motion. After a second is named, the Chair must allow County staff to complete a roll call vote.

It is possible that a delay may occur from the time the Chair calls for public comment on a project and when County staff can connect them into the zoom meeting. It is recommended that the Chair pause for 60-90 seconds after calling for public comment to allow for any connections to occur. If there are no individuals in the queue for commenting on a specific item, after 90 seconds has elapsed County staff will notify the Chair that there is no further public comment.

Staff may need to respond to emails or phone calls from members of the public during the meeting to provide assistance to the public if they encounter problems using the Zoom platform. Staff requests that the Chair allow additional time as needed to ensure that members of the public can engage in the meeting.

Zoom Instructions

Zoom links can be found in the agenda for each meeting. The public can view the meeting from their smartphone, on their computer browser, or listen on their telephone. Zoom does not require an account to attend the meeting, but if the public wishes to create one, their basic accounts are free.

It is possible that a delay may occur from the time the Chair calls for public comment on a project and when County staff can connect them into the Zoom meeting. The Chair will pause for 60 seconds after calling for public comment to allow for any connections to occur. If there are no individuals in the queue for commenting on a specific item, after 60 seconds has elapsed county staff will notify the Chair that there is no public comment.

Members of the public can also choose to watch the meeting and do not have to comment during the meeting. If a member of the public does not want to provide public comment live, they can provide public comment prior to the meeting via email to the Community Development Department Director at gyaley@co.tuolumne.ca.us.

Hi there,

You are invited to a Zoom webinar.

When: Feb 3, 2022 01:00 PM Pacific Time

Topic: BOSHPC 2-3-2022 / SPECIAL MEETING

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82635549486>

Or One tap mobile:

US: +16699006833, 82635549486# or +12532158782, 82635549486#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 826 3554 9486

International numbers available: <https://us02web.zoom.us/j/82635549486>

JOINING A WEBINAR BY LINK

- To join the webinar, click the link that we provided in the agenda.
- If you are signed in, change your name if you do not want your default name to appear.
- If you are not signed in, enter a display name.

MANUALLY JOINING A WEBINAR

- Use the 9-digit meeting ID/webinar ID provided in the agenda.
- Sign into the Zoom Desktop or Mobile App
- Click or tap **Join a Meeting**
- Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**
- If prompted, enter your name and email, then click **Join Webinar** or tap **Join**.
- You may change your name if you do not want your default name to appear, as you are not required to state your name.

WAITING FOR HOST TO START THE WEBINAR

- If the host has not started broadcasting the webinar, you'll receive a message letting you know to "Please wait for the host to start the meeting".

PUBLIC COMMENT

- During the public comment period you will have the option to "raise your hand" if you would like to comment on a proposed project or during the public comment portion of the meeting.
- Once you have clicked the "raise your hand" option, please wait until a staff unmutes your microphone.
- Once staff has unmuted you will have three minutes to speak.
- A staff member will verbally communicate to you and the Committee Members when you have 30 seconds remaining and then when your time is up.
- Once your allotted time is up, a staff member will mute and "lower your hand".
- If you are participating from your smartphone, you will also have a "raise their hand" feature.
- When you are unmuted, a prompt will appear to confirm you would like to be unmuted.
- Once you confirm you will be able to provide public comment.
- If you are participating via telephone call, you will need to press *9 (star 9) to "raise their hand", and when you are unmuted you will hear "you are unmuted" allowing you to provide public comment.

END OF MEETING

- If you would like to leave the meeting before it ends, click **Leave meeting**. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

1 **Board of Supervisors Housing Policy Committee**

2 **County of Tuolumne**

3
4 **FINDINGS OF THE BOARD OF SUPERVISORS**
5 **HOUSING POLICY COMMITTEE (BOSHPC)**
6 **AUTHORIZING REMOTE TELECONFERENCE MEETINGS**
7 **OF THE BOARD OF SUPERVISORS**
8 **HOUSING POLICY COMMITTEE (BOSHPC)**
9 **FOR THE PERIOD FEBRUARY 3, 2022 TO MARCH 10, 2022**
10 **PURSUANT TO THE RALPH M. BROWN ACT.**
11

12 **WHEREAS**, all meetings of the Board of Supervisors Housing Policy Committee (BOSHPC) and
13 its legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950
14 – 54963), so that any member of the public may attend, participate, and view the legislative bodies conduct
15 their business; and

16 **WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote
17 teleconferencing participation in meetings by members of a legislative body, without compliance with the
18 requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and
19 requirements; and

20 **WHEREAS**, a required condition of Government Code section 54953(e) is that a state of emergency
21 is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of
22 conditions of disaster or of extreme peril to the safety of persons and property within the state caused by
23 conditions as described in Government Code section 8558(b); and

24 **WHEREAS**, a further required condition of Government Code section 54953(e) is that state or local
25 officials have imposed or recommended measures to promote social distancing, or, the legislative body
26 holds a meeting to determine or has determined by a majority vote that meeting in person would present
27 imminent risks to the health and safety of attendees; and

28 **WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency

1 declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California
2 Emergency Services Act (Government Code section 8625); and,

3 **WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which
4 formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a
5 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did
6 not rescind the proclaimed state of emergency; and,

7 **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set
8 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and
9 other Executive Orders but did not rescind the proclaimed state of emergency; and,

10 **WHEREAS**, as of the date of this Findings, neither the Governor nor the state Legislature have
11 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency
12 either by proclamation or by concurrent Findings the state Legislature; and,

13 **WHEREAS**, the California Department of Industrial Relations has issued regulations related to
14 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of
15 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the
16 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel
17 more than six feet, especially indoors; and,

18 **WHEREAS**, the Board of Supervisors Housing Policy Committee (BOSHPC) finds that state or
19 local officials have imposed or recommended measures to promote social distancing, based on the
20 California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention
21 through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

22 **WHEREAS**, as a consequence, the Board of Supervisors Housing Policy Committee (BOSHPC)
23 does hereby find that it shall conduct its meetings by teleconferencing without compliance with Government
24 Code section 54953 (b)(3), pursuant to Section 54953(e), and that such legislative bodies shall comply with
25 the requirements to provide the public with access to the meetings as prescribed by Government Code
26 section 54953(e)(2).

27 ///

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3 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Board of
4 Supervisors Housing Policy Committee (BOSHPC), County of Tuolumne, State of California, in Special
5 session assembled on February 3, 2022 does hereby resolve as follows:

6 Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this
7 Findings by this reference.

8 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social
9 Distancing. The Board of Supervisors Housing Policy Committee (BOSHPC) hereby proclaims that state
10 officials have imposed or recommended measures to promote social (physical) distancing based on the
11 California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention
12 through Title 8 of the California Code of Regulations, Section 3205(5)(D).

13 Section 3. Remote Teleconference Meetings. The Board of Supervisors Housing Policy
14 Committee (BOSHPC) is hereby authorized and directed to take all actions necessary to carry out the intent
15 and purpose of these Findings including, conducting open and public meetings in accordance with
16 Government Code section 54953(e) and other applicable provisions of the Brown Act.

17 Section 4. Effective Date. These Findings shall take effect immediately upon its adoption and
18 shall be effective until the earlier of (i) March 10, 2022, or (ii) such time the Board of Supervisors Housing
19 Policy Committee (BOSHPC) adopts a subsequent Findings in accordance with Government Code section
20 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without
21 compliance with Section 54953(b)(3).

22 ADOPTED this 3rd day of February, 2022 by Board of Supervisors Housing Policy Committee
23 (BOSHPC), by the following vote:

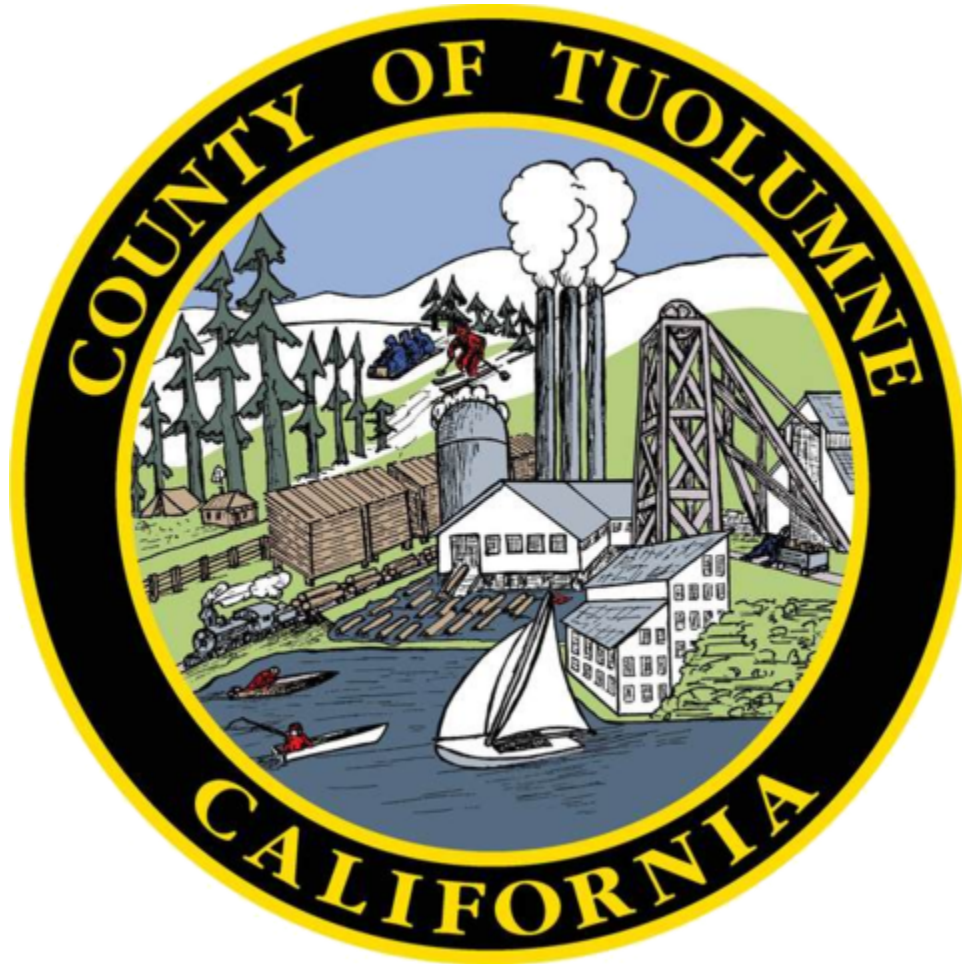
24
25 YES:

26 NO:

27 ABSENT:

28 ABSTAIN:

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**BYLAWS OF THE TUOLUMNE COUNTY HOUSING
POLICY DEVELOPMENT COMMITTEE**

(TCHPDC)

PASSED ____/____/____

UPDATED ____/____/____

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BYLAWS OF THE TUOLUMNE COUNTY HOUSING POLICY DEVELOPMENT COMMITTEE 1

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Introduction

The intent of this group is to not only advise on policies considered by the Tuolumne County Board of Supervisors but further become a space for innovative thought, collaborative partnerships with stakeholders, and to develop and vet targeted policy solutions to our housing challenges.

Background

The *Tuolumne County Housing Policy Review Committee* (TCHPRV) was established by action of the Tuolumne County Board of Supervisors on [REDACTED] to review and make recommendations to the Board on housing policy.

These bylaws were enacted in [REDACTED] 2021 to re-establish the TCHPRV as the *Tuolumne County Housing Policy Development Committee* (TCHPDC, or HPDC) taking on a proactive and collaborative role with restructured membership, mission, and procedures.

Addressing the inventory, accessibility, and affordability of housing in Tuolumne County is a serious concern given several factors that limit growth potential: 77% of County land is State or Federally managed while just over 5% is residential.

Housing is a critical need in Tuolumne County for several reasons. Workforce housing provides the labor backbone for local business and economic development, be it for medical professionals, tradespeople, wait staff, or state park employees. Higher end homes bring in needed revenue, skills, and investment while the availability of affordable units addresses some of the root causes of homelessness and poverty. There is also a moral imperative for County leadership to ensure local families are provided options to continue living and thriving here for generations to come.

Addressing housing scarcity was identified as a top priority by

[Reasons]

This is why ensuring a reliable housing supply while also protecting our sense of place is a top priority for this committee, county, and our community.

ARTICLE I - Name of Organization and its Objectives

1. **Name** - The name of this organization shall be ***Tuolumne County Housing Policy Development Committee***, hereinafter referred to as "**TCHPDC**".
2. **Area** - The area served is Tuolumne County, California.
3. **Status** - All members of the TCHPDC are representatives appointed to speak and work on the issues of housing policy, community development, and land use planning.
4. **Vision** - The Vision of the TCHPDC is to strive for a Tuolumne County where all people have a roof over their heads that is accessible, affordable, available, safe, with choice of housing, and community minded.
5. **Mission** - The Mission of the TCHPDC is to serve the County Board of Supervisors by advising it on policy and practice related to all services, programs, and policies that impact housing as well as to develop recommendations for policy that will solve problems and address unmet housing needs. The TCHPDC membership will serve the BOS by:
 - a. Ensuring policy items coming to the Board are properly defined, reasonable alternatives vetted, and recommendations are clear.
 - b. Identifying housing issues, policy proposals, grants, or programs that would benefit or harm Tuolumne County as to recommend Board policy positions, and assist the Board in advocating for them at the state and federal level.
 - i. Examples of where the HPDC members may find these changes include but are not limited to: Statewide professional associations (California Association of Realtors, California Building Industry Association), policy institutions (CSAC Housing, Land Use, and Transportation Committee), Housing advocacy groups (California Housing Partnership, Tiny Home Industry Association), etc.
 - c. Providing a forum for input on housing policy issues for the public, community partners, and experts, especially for those which may in nature be controversial and require thoughtful discussion.
 - d. Performing other duties relative to issues related to housing in Tuolumne County as may be assigned by the Board of Supervisors or taken on by this committee.
 - e. Reviewing policy proposals from Tuolumne County staff and community partners regarding housing
6. **Scope** - The TCHPDC shall be an advisory committee to the County of Tuolumne Board of Supervisors for reviewing, researching, and developing housing related policies. It shall also provide comment on the substantial amendment, establishment, or dissolution of housing programs.

ARTICLE II - Responsibilities and Functions

1. Identify, study, review, evaluate, and make recommendations to the Tuolumne County Board of Supervisors and other relevant community agencies relative to any and all matters related to housing such as but not limited to insecurity and scarcity, health and safety issues, obstacles to providing housing, and the protection of community assets, vibrancy.
2. Assist in sharing information from staff about housing resources to the public.
3. Study and inform residents of Tuolumne County and the Board of Supervisors of pertinent proposed or enacted legislation and/or regulatory changes related to housing, and policies and programs pursued by other areas.
4. Perform other duties relative to the issue of housing in Tuolumne County as may be assigned by the Board of Supervisors or taken on by this committee.

ARTICLE III - Membership

1. Members of the TCHPDC shall be appointed or assigned by the BOS.
2. Membership of the TCHPDC shall be residents inside Tuolumne County, or a representative of an organization related to housing or community development that serves Tuolumne County.
3. Member terms shall be for two (2) years. Terms may be renewed without limit with formal application from the member and the approval of the Board of Supervisors. While it is encouraged for County Supervisors to serve at least two (2) continuous years, it is not mandatory.
4. Each sitting member of this committee shall have an equal vote unless they are ex-officio.
5. These bylaws shall reflect the most up-to-date alterations and intent of the Board of Supervisors, and shall take effect immediately upon any Board of Supervisor changes/
6. The TCHPDC shall consist of eleven (11) members appointed by the Tuolumne County Board of Supervisors.
 - a. Individual membership, for a total of four (4) members, shall include:
 - i. Two (2) Tuolumne County Supervisors

- ii. Two (2) at-large representatives of the public with at least two (2) years background in housing policy, construction, administration, grant-writing, advocacy or development.
- b. Organizational membership for a total of seven (7) shall be for an individual designated by the organization and sworn-in by the county, and include:
 - i. One (1) representative Agency on Aging
 - ii. One (1) representative from the Tuolumne County Association of Realtors (TCAR)
 - iii. One (1) member from the Tuolumne County Building Industry (TCBI)
 - iv. One (1) representative from the Amador Tuolumne County Community Action Agency (ATCAA)
 - v. One (1) representative from Habitat for Humanity of Tuolumne County
 - vi. One (1) member of the City of Sonora City Council
 - vii. The Director of Community Development, or their designee

The primary support staff for this committee shall include:

7. Member conduct

- a. It is the intent of this body to respect diverse temperaments, talents, and convictions, and to welcome disagreement as an opportunity to learn and compromise.

ARTICLE IV - Vacancies

1. A member may be removed from the Committee due to absences and their seat declared vacant by the TCHPDC.
 - a. This shall be defined as absent for three (3) consecutive regular meetings without prior notification to the Chair or Secretary of the reasonable cause for the absence (such as inability to make the time, illness, etc) or being absent for more than three (3) meetings in a six (6) month period.
 - b. A request for removal shall be made in a written format from the TCHPDC to the Board of Supervisors and Tuolumne County Board Clerk to declare the member's seat vacant and to appoint a replacement member.
2. Vacancies shall be brought to the Board of Supervisors and notice of vacancy posted by the Tuolumne County Board Clerk. Vacancies shall also be advertised by the TCHPDC

using printed and digital means, and shall be directed to the Tuolumne County Board Clerk.

3. A voting member may request and be granted a temporary leave of absence by the TCHPDC for personal reasons that will cause them to miss at least three (3) or more consecutive regular meetings.
4. A member may resign from the TCHPDC prior to the end of their term by providing written notice (digital or paper) to the Tuolumne County Board Clerk with a copy or cc to the TCHPDC Chair and Secretary.
5. Vacancy appointments shall be filled for the remainder of the unexpired term.

ARTICLE V - Terms and Duties of Officers

1. The ranking officers of the TCHPDC shall be, in order, Chair, Vice-Chair, and Secretary. Officers shall have no additional authority over other commissioners aside from stated duties below but instead are positions of service.
2. Nominations for officers shall be an item of business on an annual basis. Any voting member of the TCHPDC shall be eligible to serve in any officer position.
 - a. Nominations shall begin with a presentation on the duties and responsibilities for each position and then proceed to nominations and voting in descending rank order for each position.
 - b. Nomination motions must be made, seconded, and accepted by the member to be considered valid. There shall be no limit to how many nominations may be made for an office.
 - c. Each nominated candidate may present for up to 3 minutes.
 - d. Once nominations are closed, voting shall be done simultaneously on open ballots in a top three (3) rank-choice system with each voter's name clearly marked, and then publicly tallied for the minutes in compliance with the Brown Act.
 - i. Recognizing the temporary gubernatorial order regarding COVID-19, members in attendance via phone shall be able to present their rank choice vote verbally after time is given for members to write it down.
 - e. An officer shall be elected by a majority vote.
 - f. For the first meeting of the TCHPDC after the ratification of these bylaws, elections shall be held as soon as possible and no later than the following meeting unless tabled by a majority vote.

3. Terms of all officers are one (1) years may be elected to no more than four (4) consecutive years
4. Duties of the Chair:
 - a. To preside at all TCHPDC meetings and have as their first priority the facilitation of discussion so that members are able to participate fully and deliberate agenda items.
 - b. To facilitate the implementation of TCHPDC created *ad hoc* work groups as needed.
 - c. To be an ex-officio member of all standing and ad hoc work groups with the option of attending.
 - d. To oversee preparation of agendas for all TCHPDC meetings in consultation with the Tuolumne County Director of Community Development (or their designee) and Vice-Chair, and to have final approval over said agenda.
 - e. To monitor implementation of the adopted policies, plans, and actions of the TCHPDC and assist as needed and appropriate.
 - f. To appoint a temporary Secretary if they are absent.
 - g. To provide liaison with the Board of Supervisors and serve as the official spokesperson of the TCHPDC, or designate a proxy.
5. Duties of the Vice-Chair:
 - a. To work closely with, support, and assist the Chair in performing their duties as required, and assume the duties of the Chair in their absence.
 - b. To fulfill the role of parliamentarian, including being sufficiently knowledgeable of the Rules of Order, these bylaws, and Brown Act in order to ensure they are followed by members of the commission and the public; advising the Chair and TCHPDC as to proper procedure in a neutral way; maintaining decorum amongst the membership to ensure the free flow of information, safety, and an atmosphere of respect and collaboration; and clearly distinguishing when they are speaking as a member of the TCHPDC versus when they are speaking as a neutral arbiter of process.
 - i. In the case of the Vice-Chair standing in for the TCHPDC Chair, the Secretary shall serve as parliamentarian and secretary.
 - c. To keep track of time for agenda items and speakers to ensure items of business are within their given time frames.
6. Duties of the Secretary:

- a. To ensure minutes are taken at all TCHPDC meetings and submit them to the Tuolumne County Board Clerk after approval by the TCHPDC
- b. To coordinate with staff support for the providing of minutes and other materials to TCHPDC members no later than four (4) business days before each meeting not to include weekends and major federal holidays.
- c. To maintain records of all business of the TCHPDC including but not limited to an up-to-date membership list, current bylaws, meeting minutes and resolutions, and other documents as required and to ensure that the public shall have access to these documents in a digital format
- d. To record members' attendance and to assist the Chair in the implementation of Article IV; Section 1, and to notify members when they are approaching the absence limit.
- e. To assist the Chair and Vice-Chair as requested when correspondence is needed.
- f. To be responsible for coordinating implementation of Article IV; Section 2.
- g. To be an ex-officio member of all work groups with regards to receiving appropriate work group documentation.

7. Officer Vacancies

- a. Vacancies shall be temporarily filled at the next TCHPDC meeting by nomination process for the remainder of the officer's term, unless postponed for cause.
- b. Vacancies in the office of Chair shall first be filled by the Vice-Chair. If not possible, then such a vacancy shall be filled by appointment of the next highest ranking officer.
- c. Vacancies in other offices shall be filled by an elections process with confirmation of a majority of the TCHPDC
- d. If no candidates are nominated or accept a position, the Chair has the discretion to appoint a willing member to temporarily serve in that role until the next nominations process

ARTICLE VI - Committees

- 1. It is the policy of the TCHPDC to promote the use of ad-hoc, time-limited committees with a specific purpose wherever possible.
- 2. Each committee shall be a place to:

- a. Carry out the mission, vision, and strategic plan of the TCHPDC through the established purpose and goals for that committee
 - b. Conduct work in between normal meetings such as researching, discussion, drafting, and introducing policy proposals in order to promote efficiency during regular meetings
3. Ad-hoc committees may be taken on by any member and shall be organized and operated at the discretion of the originator as committee chair.
4. Duties of the Committee Chair
 - a. To lead their assigned committee as Chair, and report back to the TCHPDC on work, discussions, and feedback
 - b. To follow up on any deadlines set by the TCHPDC for items sent to the committee
5. Standing committees that are ongoing in nature may be established by a 2/3rds vote of the TCHPDC. However, given the staff requirements for such additional committees and seeking to keep the work specific, it is recommended that ad-hoc committees are used whenever possible.

ARTICLE VII - Meetings & Quorums

1. The intent of TCHPDC shall be a place to listen, present, discuss, and take action on items prepared by staff and committees between regularly scheduled meetings. It is the expectation that most work in researching, developing, and drafting housing policy shall be done in subcommittees.
2. The TCHPDC shall conduct regularly scheduled public meetings at least **every two (2) months starting in January**, and will meet if there is business except when that day is a County recognized holiday, and then the meeting shall be rescheduled. A future meeting may be cancelled only by a majority vote of the TCHPDC.
 - a. It is the intent of the TCHPDC that meetings shall last no more than two hours, but may be extended by a majority vote of the membership. If not extended, all items of business remaining shall be immediately tabled to the following meeting.
 - b. Regular meeting times shall be set on an annual basis, and may only be amended by a 2/3rds vote of the TCHPDC.
3. Members may attend committee meetings via phone, video call, or (if applicable) in-person when legally permissible. In accordance with the Brown Act, remote attendance requires a specified, recorded location.
4. Additional Meetings

- a. Special meetings may be called by the Chair at least seventy-two (72) hours prior to such meeting. Unless authorized at the previous meeting, a special meeting can only be done for business items that are time-sensitive and cannot wait until the next regularly scheduled meeting.
5. Quorum: A majority (50% + 1) of TCHPDC non-vacant voting positions shall constitute a quorum. If a quorum does not exist, no action may be taken *except* to release, advertise, and distribute applications to join the TCHPDC with approval from legal counsel. Discussion may still occur without action taken if there is not a quorum. Such member discussion is to be reported out at the next meeting with a quorum.
6. Normal procedures in the TCHPDC shall be at the discretion of the TCHPDC Vice-Chair as Parliamentarian, following Rosenberg's Rules of Order as attached in Appendix A. Where conflict arises, these bylaws shall be considered the governing rules of the day.
7. A specific bylaw may be temporarily suspended by a 2/3rds vote of the TCHPDC for one item of business

ARTICLE VIII Conflict of Interest Policy

1. This conflict of interest policy is designed to foster public confidence in the integrity of the TCHPDC and to protect the County of Tuolumne's interest when contemplating recommendations and actions that might benefit the private interest of an insider.
2. Each TCHPDC member shall complete AB 1234 ethics training from the Fair Political Practices Commission (FPPC) and provide proof of completion to the Secretary within a reasonable time frame of accepting appointment.
3. Each member has a "Duty to Disclose" to the TCHPDC all material facts regarding their interest (including relevant affiliations) which may constitute a conflict regarding a proposed action item. The interested person shall make that disclosure promptly upon learning of the proposed action item.
4. Recognizing that many members of TCHPDC are actively involved in the issues of housing and development, for the purposes of TCHPDC, a conflict of interest related to material benefit shall be for transactions or actions which *uniquely* or *predominantly* affect a single member and shall not apply to decisions of material benefit available broadly (e.g. recommending approval of a grant that any non-profit can apply for, not just TCHPDC members). It is the responsibility of the member to immediately bring any potential conflicts to the Tuolumne County Counsel for review.
5. Procedures for Addressing a Conflict of Interest: If a conflict of interest is determined to exist by the member or Legal Counsel, the member shall recuse themselves from the discussion of and vote on the action item. The minutes shall reflect any mentions of conflicts of interest.

ARTICLE IX Agendas & Voting

1. Agenda sections shall include:
 - i. Call to order
 - ii. Roll Call
 - iii. Approval of previous meeting minutes
 - iv. Speakers
 - v. Public Comment - Shall be limited to three (3) minutes for each member of the public. This may be reduced to two (2) minutes in special cases due to length of the agenda, number of speakers, etc. This shall be for comment for items *not* on the agenda.
 - vi. Reports (no action items)
 1. Officers: Chair, Vice-Chair, Secretary
 2. Standing Committees
 3. TCHPDC Ad-Hoc Committees
 - vii. Unfinished business - Motions or items returning from the previous meeting
 - viii. New business - Introduction of new items for consideration of the TCHPDC
 - ix. Announcements
 - x. Adjournment
2. Any member of the TCHPDC may submit items for consideration for New Business to the Chair one week before the publishing deadline for the agenda. All items requiring action shall have a one page writeup that shall include background, summary, and the requested action.
 - a. Should the chair choose to not agendize the item, the introducer may request 3 minutes in New Business to advocate for adding it to the next agenda. The Chair will explain their reason for not accepting the item. A vote will be called requiring a simple majority to add it.
3. The standard time limit for an item of business shall be 30 minutes, and may be extended by majority vote of the TCHPDC for as much time and as many times as needed. After 30 minutes, any member may "call to end discussion and vote", "send it to

the appropriate committee” *or* to “table the item” until the next meeting with a majority vote.

- a. Motions to end discussion earlier than 20 minutes shall be allowed with a 2/3rds vote of the TCHPDC, when discussion has ended, or at the recommendation of the Chair with a majority vote.
 - b. The standard time limit for discussion on any motion shall be 5 minutes unless similarly extended by a majority vote of the membership.
4. Voting shall be conducted in accordance with the Brown Act and at the discretion of the Chair. It may include but is not limited to calls for unanimous consent, raising of hands, roll call voting, and open ballots.

ARTICLE X - Amendments

1. These bylaws may be amended by affirmative vote of 2/3rds of the TCHPDC membership at a regular meeting, provided that notice of the proposed amendment(s) shall have been given to all members at least one (1) regularly scheduled meeting prior to the meeting at which the amendment(s) will be considered.
2. Upon approval by the TCHPDC, the amendment(s) shall be submitted to the Board of Supervisors for final approval.

Signature of TCHPDC Chair _____ / ____ / _____

*Signature of the TCHPDC
Vice Chair* _____ / ____ / _____

*Signature of the TCHPDC
Secretary* _____ / ____ / _____

BYLAWS APPROVED: _____ / ____ / _____

BYLAWS AMENDED: _____ / ____ / _____

APPENDIX A - Rosenberg's Rules of Order
APPENDIX B - Terminology

APPENDIX A - Rosenberg's Rules of Order



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

*How does this work in practice?
Here are a few examples.*

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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APPENDIX B - Terminology

- Amador Tuolumne Community Action Agency (ATCAA) - Created in 1981 as a public, nonprofit entity (community action agency) through a joint powers agreement between the two counties of Amador and Tuolumne, vested with the responsibility of improving the lives of residents in the foothill region.
- At-Risk of Homelessness – People who are not experiencing homelessness, but whose current economic and/or housing situation is precarious or does not meet public health and safety standards.
- Case Law
 - *Jones v. City of Los Angeles* - 444 F.3d 1118 (9th Cir. 2006) - The Eighth Amendment prohibits a city from punishing involuntary sitting, lying, or sleeping on public sidewalks that is an unavoidable consequence of being human and homeless without shelter in the city.
 - *Martin v. City of Boise* - 920 F.3d 584 (9th Cir. 2019) - Formerly *Bell v. City of Boise*, this case has had a significant impact across the United States, particularly in the western states. The United States Court of Appeals for the Ninth Circuit ruled that it is cruel and unusual punishment to criminalize the simple act of sleeping outside on public property when no alternative adequate shelter exists. This has led to dozens of cities repealing or no longer enforcing their anti-camping laws.
- Center for a Non-Violent Community (CNVC) - The Center For A Non-Violent Community is a name change for Mountain Women's Resource Center as of December 2009. The new name more accurately reflects the range of services and programs we provide to the people we serve including men, teens and children. CNVC was incorporated in 1997 as the Mountain Women's Resource Center. With a staff of 5, 12 volunteers, an emergency shelter donated by the City of Sonora, and a \$300,000 annual budget, domestic violence and sexual assault services were provided for Tuolumne County.
- Central Sierra Continuum of Care (CSCoC) - Serves as the Continuum of Care (CoC) for the counties of Amador, Calaveras, Mariposa and Tuolumne in California's Central Sierra foothill region. CSCoC seeks to prevent, reduce, and end homelessness through effective and coordinated community-wide efforts and services.
- Citizens For Responsible Growth – A now defunct community group organized to advocate for responsible community development that include opposing several high profile projects such as Sonora Lowe's and the 2015 Dollar General at the Pedro Wye.
- Density Bonus – Incentives offered to developers allowing exceptions to maximum building density according to zoning generally if some criteria (i.e. percentage of affordable units, veterans housing, student housing) is met.

- Development Terms
 - Parcel map – A parcel map, also known as a property map and tax map, are maps typically built to identify property boundaries and is a popular data source for industries such as real-estate.
 - Tentative map
 - Vesting tentative map
 - Site plan
 - Grading
 - Drainage
 -
- Episodically Homeless – Refers to those who move in and out of homelessness
- Eviction Prevention – Refers to any strategy or program, usually geared at renters that is designed to keep individuals and families in their home and that helps them avoid homelessness.
- Full Service Partnership (FSP) - Provides a combination of subsidized permanent housing and multidisciplinary team–based services with a focus on rehabilitation and recovery.
- Historic Preservation and Design Review Committee – A group
- Homecare and Continuing Care - Refers to a wide range of inpatient and outpatient services that may be offered in the home, in the community or in a hospital or medical setting.
- Homeless – For the purposes of this document, “homeless populations” shall be considered synonymous with the terms “homeless people,” “people without housing,” “unsheltered” or “people without homes.” It may also include those at risk of homelessness.
 - Hidden Homelessness – Refers specifically to persons who live temporarily with others without the guarantee of continued residency or immediate prospects for accessing permanent housing.
- Housing
 - Transitional Housing – Refers to a supportive, yet temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support, life skills, education, etc.

- Permanent Supportive Housing (PSH) - Permanent Supportive Housing pairs affordable housing with comprehensive supportive services. Residents receive housing and services permanently. Permanent Supportive Housing serves primarily single adults who are chronically homeless and have a disabling medical condition. A person successfully exits PSH when they leave the permanent supportive housing unit for another permanent home and also when they maintain a permanent housing unit and continue to receive supportive services
- Public housing – Housing provided for people with low incomes, subsidized by public funds.
- Scattered Site Housing – Housing that is provided at individual locations, usually in the private rental market, as opposed to an affordable housing building or project.
- Housing First – A recovery-oriented approach to ending homelessness that centers on quickly moving people experiencing homelessness into independent and permanent housing. It is followed by provision of additional supports and services as needed.
- Inclusionary Ordinance – Chapter 17.65 of the Tuolumne County Ordinance Code chaptered in 2008. This optional provision generally refers to providing 10% affordable housing in a residential development project but includes other provisions. Link: <https://www.tuolumnecounty.ca.gov/DocumentCenter/View/2647/Chapter-1765---Inclusionary-Housing?bidId=>
- NIMBY (Not In My Backyard) – Colloquial description when residents of a neighbourhood designate a new development (e.g. shelter, affordable housing, group home) or change in occupancy of an existing development as inappropriate or unwanted for their local area.
- Nonconformance – Land uses, structures, or lots that are no longer in compliance with current local codes but were permissible when first built/designated. Nonconformance falls to the local jurisdiction and is generally considered acceptable with some exceptions.
 - A nonconforming use is a use of property that was allowed under the zoning regulations at the time the use was established but which, because of subsequent changes in those regulations, is no longer a permitted use.
 - A nonconforming structure is a structure that complied with zoning and development regulations at the time it was built but which, because of subsequent changes to the zoning and/or development regulations, no longer fully complies with those regulations.
 - A nonconforming lot is one that, at the time of its establishment, met the minimum lots size requirements for the zone in which it is located but which,

because of subsequent changes to the minimum lot size applicable to that zone, is now smaller than that minimum lot size.

- [Poverty](#) – There is a lack of international consensus on the definition of poverty. Poverty is measured in the United States by comparing a person's or family's income to a set poverty threshold or minimum amount of income needed to cover basic needs. People whose income falls under their threshold are considered poor.

The U.S. Census Bureau is the government agency in charge of measuring poverty. To do so, it uses two main measures, the official poverty measure and the Supplemental Poverty Measure, both of which are described in this FAQ.

- Planned unit development –
- Planning Commissions
 - Tuolumne County Planning Commission
 - Local Planning Commissions
- Primary Prevention – Refers to working upstream to reduce risks of homelessness for individuals and families. Typically involves universal interventions directed at whole communities.
- Propositions
 - Prop 13 (1978) – Officially named the People's Initiative to Limit Property Taxation, Prop 13 was part of the California tax revolt movement led by the Howard Jarvis Taxpayers Association and has been amended 9 times since enactment. It had several key components and is critical to understanding real estate taxation and California politics:
 - It's most impactful provision set the maximum amount of any ad valorem tax on real property not to exceed one percent (1%) of the full cash value of such property.
 - It also limited inflation of that value to an annual 2% and can only be reassessed upon change of ownership or new construction.
 - It finally required that any new revenue measures at the state level require a 2/3rds vote of both legislative houses, and also applied that standard to any local special taxes.
- Rent Control – A government mandated cap that limits either the amount or rate of increase in rental rates for residential units.
- Service Coordination - Describes inter- or intra-organizational efforts to support individuals across a range of services.
- Severe Housing Needs – when a household spends more than 50% of its pre-tax income on housing costs.

- Shelter
 - Permitted Village/Encampment - Permitted villages offer outdoor, temporary accommodations for people who are living unsheltered in conditions that threaten their health and safety. Villages offer tiny houses like living structures, community kitchens, hygiene services and case management to clients that have lived outside for extended periods of time or for whom traditional shelter may not be a good fit.
 - Basic Shelter: Basic shelters tend to have limited hours and provide services focused on basic needs and respite from being outdoors, like mats on the floor and a restroom. A person successfully exits a shelter program when they have left the shelter to move to a permanent home.
 - Enhanced Shelter: Enhanced shelters have extended or 24/7 hour service and provide many services such as meals, hygiene services, storage, and staffing to support leaving shelter for permanent housing. A person successfully exits a shelter program when they have left the shelter to move to a permanent home.
- Structural Factors – Are economic and societal issues that affect opportunities and social environments for individuals.
- Systems Failures – Occur when other systems of care and support fail, requiring vulnerable people to turn to emergency systems when other mainstream services could have prevented this need.
- Tuolumne County Association of Realtors (TCAR) –
- Tuolumne County Business Council (TCBC) –
- Tuolumne County Building Industry Association (TCBIA) –
- Written – For the purposes of these bylaws, requirements in writing shall include digital correspondence over email or equivalent software.
- Yurt – A structure that consists of an angled assembly or latticework of wood or bamboo for walls, a door frame, ribs (poles, rafters), and a wheel (crown, compression ring). Modern yurts may be permanently built on a wooden platform; they may use modern materials such as steam-bent wooden framing or metal framing, canvas or tarpaulin, plexiglass dome, wire rope, or radiant insulation. Yurts are a semi-permanent traditional housing structure with renewed interest in addressing chronic housing shortages as well as for house amenities and tourism rentals.

Housing Policy Committee Tentative Work Plan

List of Items for Work Plan	Good idea or bad idea or amended idea
Employee housing program	
SB 9 translate into County world	
Short term rental program	
Title 17 zoning code update	
Inclusionary Ordinance (sunset clause)	
Streamline and simplify the entitlement process	
Permitting fees? (new or increases) Fees for ADU/Tiny homes should be reduced	
Looking at affordable housing projects – more of them!	
Looking for funds for AH programs for private/non-profit developers	
What are current HCD funding projects that are available to local projects?	
What are local stumbling blocks to development?	
Low Income senior housing project in addition to general AH developments, possibly using covid funds, replicate the project on Hess, Blackberry oaks. Really need low income senior housing.	
Partial releases of subdivision bonds (KM will follow up with ML)	
Develop a housing legislative platform (Groups bring forward legislative priorities)	
Local impact fees (GIGER Fees) Invite Liz to meeting	
Eliminate or decrease discretionary developer requirements	
RHNA reform	

CEQA lawsuits	
County Requirements: simplify building codes, task force meetings and reviews of building permit processing-is it time for another type of communication?, require timely comments and decisions to minimize or eliminate delays, eliminating of downsizing approvals	
Homebuilding challenge and opportunities organized survey	
Development of a tiny home ordinance (using grant funds)	
HPC members bring proposals to expedite permitting processing (resources or staff or ??)	
Growth areas of the County (BOF regulations) growth areas, financing options, infrastructure planning	
Considering reestablishing position of housing coordinator	
Better webpage for people to access resources and programs and resolutions	
Work with other committees and commissions where there is overlap.	
Proposal for a CDBG grant (home rehab and housing projects)	
Zoning amnesty period for those that want to up zone/add units	
Amend ADU ordinance to create a fast track process (current process requires a building permit in 90 days – state law)	
Amending and adopting HPC bylaws	
Strategic plan	
Conditions of approval is “phased”	
Bonding Requirements	
Wants school fees paid at time of C of O	



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

BOARD OF SUPERVISORS HOUSING POLICY COMMITTEE MEETING *Unapproved* MINUTES December 9, 2021

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PRESENT: Supervisor Ryan Campbell, Supervisor Jaron Brandon; Kristin Millhoff, Area 12 Agency on Aging; Mike Lemke, Tuolumne County Building Industry (TCBI); Trinity Abila, Habitat for Humanity; Sam Segerstrom, Tuolumne County Association of Realtors (TCAR)

ABSENT: Joe Bors, Amador Tuolumne Community Action Agency (ATCAA)

STAFF: Quincy Yaley, Community Development Department Director

CALL TO ORDER/WELCOME:

Vice-Chair Brandon called the meeting to order at 3:03 PM. Vice-Chair Brandon may ask staff to roll call the committee for attendance.

Supervisor Campbell-Absent (Arrived late to the meeting and was present after adoption of the minutes)
Supervisor Brandon-Present
Kristin Millhoff-Present
Mike Lemke-Present
Trinity Abila-Present
Sam Segerstrom-Present
Joe Bors-Absent

Vice-Chair Brandon indicated there was a quorum.

COMMITTEE BUSINESS:

1. Adopting Resolution HPC2021-001 authorizing remote teleconference meetings of BOSHPC for the period of December 9, 2021 to January 7, 2022.

Vice-Chair called for a motion to approve the Resolution.

Moved by Sam Segerstrom, seconded by Trinity Abila

Vice-Chair Brandon called for a vote:

Supervisor Campbell-Absent
Supervisor Brandon- Approve
Kristin Millhoff- Approve
Mike Lemke- Approve

Trinity Abila- Approve
Sam Segerstrom- Approve
Joe Bors-Absent

ABSTAIN: None.

2. Consideration of the Minutes of the meeting of September 9, 2021.

Vice-Chair Brandon called for a motion to approve the minutes.

Moved by Sam Segerstrom, seconded by Mike Lemke.

Vice-Chair Brandon called for a vote:

Supervisor Campbell- Approve (joined meeting late)
Supervisor Brandon-Approve
Kristin Millhoff-Approve
Mike Lemke-Approve
Trinity Abila-Approve
Sam Segerstrom-Approve
Joe Bors-Absent

3. Reports

Sam Segerstrom presented statistics regarding the seasonality of the Tuolumne County housing market and that along the Highway 108 corridor, generally home sales are consistent through the year and don't fluctuate much as people perceive. Supervisor Campbell reported out at the CCEDD meeting that workforce housing is a central issue to work on.

PUBLIC FORUM:

No public comment was provided.

NEW ITEMS:

None.

OLD BUSINESS:

1. Review of Title 17 Update Project.

Staff presented information regarding the current status of the Title 17 zoning code update. The committee discussed and provided feedback on various topics related to housing and zoning including minimum parcel sizes, SB 9, Planned Unit Development Overlay zones, apartments in commercial, streamlining permit processing. The committee provided input on the issues, and no action was taken.

ADJOURNMENT

Vice-Chair Brandon adjourned the meeting at 4:33 PM.

Respectfully submitted,

Quincy Yaley, AICP
Community Development Department Director

QY:js

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COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

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BOARD OF SUPERVISORS HOUSING POLICY COMMITTEE *Unapproved* MINUTES SPECIAL MEETING January 13, 2022

PRESENT: Supervisor Jaron Brandon; Supervisor Anaiah Kirk; Kristin Millhoff, Area 12 Agency on Aging; Mike Lemke, Tuolumne County Building Industry (TCBI); Trinity Abila, Habitat for Humanity; Brad Vondrak, Tuolumne County Association of Realtors (TCAR).

ABSENT: Joe Bors, Amador Tuolumne Community Action Agency (ATCAA)

STAFF: Quincy Yaley, Community Development Department Director

CALL TO ORDER/WELCOME:

Chair Brandon called the meeting to order 2:02 PM.

Chair Brandon asked staff to complete a roll call for attendance.

Supervisor Brandon-Present
Supervisor Kirk-Present
Kristin Millhoff-Present
Mike Lemke-Present
Trinity Abila-Present
Brad Vondrak-Present
Joe Bors-Absent

Chair Brandon indicated indicate there is a quorum

COMMITTEE BUSINESS:

1. Adopting Resolution HPC2022-001 authorizing remote teleconference meetings of BOSHPC for the period of January 13, 2022 to February 13, 2022.

Chair may call for a motion to approve the Resolution.

Moved by Supervisor Kirk. Seconded by Brad Vondrak.

Chair Brandon called for a vote:

Supervisor Brandon- Yes
Supervisor Kirk- Yes
Kristin Millhoff- Absent
Mike Lemke- Absent
Trinity Abila- Yes
Brad Vondrak-Yes
Joe Bors - Absent

ABSTAIN: None.

2. Discussion and determination of changing the regularly scheduled time of the Housing Policy Committee meeting.

Discussion ensued on changing the time of the Housing Policy Committee. Committee members discussed who could meet earlier and what conflicts members had. Discussion ensued on how long meetings should last, either an hour or ninety minutes. Discussion ensued regarding keeping meetings in zoom and how that impacts the ability to get to a meeting downtown.

Trinity Abilia motioned to move the meeting to 1pm, with Kristin Millhoff seconding the motion.

Mr. Lemeke stated he had a conflict at 1pm. Discussion ensued about moving the meeting to 1:15 PM.

Chair may call for a vote on the motion to move the meeting time to 1:00 PM.

Supervisor Brandon- Yes
Supervisor Kirk- Yes
Kristin Millhoff- Yes
Mike Lemke- Yes
Trinity Abila- Yes
Brad Vondrak-Yes
Joe Bors - Absent

ABSTAIN: None

3. Reports

Reports are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

Staff reported a conflict with the next scheduled BOSHPC meeting and provided a status update on remote meetings. Ms. Abilia reported the closing of escrow on a new property and described the types of units that would be constructed. Chair Brandon introduced new member Vondrak. Mr. Vondrak described current TCAR activities and their interest in Title 17. Ms. Millhoff had nothing to report. Mr. Lemeke provided an update of his working activities and that he will be working soon in Tuolumne County. Supervisor Kirk provided an update on his current work.

PUBLIC FORUM:

No public comments were made.

NEW ITEMS:

Discussion of the 2022 Housing Policy Committee Work Plan

Staff explained the purpose of the annual work plan and the process for formulating a work plan. Members discussed possible topics that could be on the work plan and staff commented on those suggestions. Staff created a draft work plan based on committee member input that would be brought back to the committee to finalize before going to the Board. Members were instructed to review the list after staff emailed it out and provide feedback on potential top choices to be included in the work plan which would be discussed at the next meeting. Chair Brandon recommended the preparation of a multi-year strategic plan. No action was taken. Members were instructed by Chair Brandon to participate in future meetings regarding the BOSHPC.

OLD BUSINESS:

None.

ADJOURNMENT

Chair Brandon adjourned the meeting at 3:02 PM.

Respectfully submitted,

Quincy Yaley, AICP
Community Development Department Director

QY:js

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